



## Chief Appraiser

The Augusta Consolidated Government is now accepting resumes for the **Chief Appraiser, In the Tax Assessors Office**. This position will serve the second largest city in the State of Georgia. Augusta is located along the beautiful Savannah River, which is the boundary line between Georgia and South Carolina. Augusta is widely known for the Augusta National, home of the Masters Tournament.

We are currently striving to enhance the efficiency of our governmental services. This position will serve as a cornerstone as we move forward with providing the highest quality of services to our citizens. This is truly an exciting time to be a part of the Augusta Government!

This position Directs the overall planning, operation, and administration of the real and personal property returns process, the exemption requests filing and approval process, and the production of the annual property tax digest. Manages and directs by planning, organizing, staffing, directing, and controlling the staff and other business resources. Coordinates with State, county, municipal officials and public on property assessment and tax digest preparation to be consistent with the goals and objectives of the assignment and ensures that activities comply with established regulations and restrictions. Budgets and accounts for all revenue and expenditures for the department. Ensures taxes are properly and equitably assessed by overseeing the mapping of parcels, performing trend analysis of changes in building and land costs, supervising the inspection and appraisal of new construction, and responding to property valuation and related tax concerns.

The minimum qualifications for this position are a BA/BS degree in related occupational field of study with a minimum of 5 years work in the appraiser field or any equivalent combination of education and experience. In addition, possess the Appraiser IV designation as mandated by the Georgia Department of Revenue. Considerable knowledge of principles and practices of computer programming, statistics, mathematics, automated systems, and all methods of real and personal property valuation and inspection. Familiarity with the principles and practices of planning, research, development and supervision. Mastery of interpreting Ad Valorem taxation laws, rules and regulations of the State of Georgia, local land use and values, and interpretation of deeds, legal descriptions, mapping, data processing, and geographic information systems. Proficiency in problem solving, interpreting statutory requirements, regulations and procedures, and maintaining effective inter-personal and group relations. Good communication skills, both oral and written. Travel from office to other locations may be required on a regular basis be at least 21 years of age. Possession or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle operated.

The starting salary for this position is negotiable DOQ. Resumes will be accepted until a successful candidate is selected to fill this position. Submit resume to the City of Augusta Human Resources Department, Room 601- Municipal Building, 530 Greene Street, Augusta Georgia 30911 or fax to 706-821-2867 or email to [resume@augustaga.gov](mailto:resume@augustaga.gov). EOE